



## Nevada City Parks and Recreation Job Description PROGRAM DIRECTOR

Under supervision, provides leadership, a safe environment and instruction to program staff and participants. The Program Director will plan, train, implement and supervise all activities with one of the following programs: Summer Day Camp for ages 4-10 or Summer Youth Program for ages 10-13.

Typical job duties are:

- Conduct oneself in a professional manner.
- Ensure safety of participants while keeping them engaged in the planned activities.
- Plan, implement and supervise all aspects of the program; including, but not limited to: purchasing supplies, planning daily activities, training Program Leaders, site set up and clean up, and lead activities.
- Give direction and promote growth of staff as related to job duties and program.
- Accurate record keeping.
- Assist the public with questions and inquiries.
- Interact with parents in a professional, courteous manner.
- Be aware of safety issues and report as necessary.
- Willing and able to engage in all program activities, including but not limited to: sports, crafts, performing arts, computer and science projects, etc.
- Train Program Leaders in program and child development.
- Assist the Parks & Recreation Supervisor when required.

Knowledge and abilities:

- Ability to train Program Leaders and serve as a role model for them.
- Knowledge of the philosophy, objectives and requirements to provide a safe environment.
- Must be versed in all the program and operational information related to the program.
- Ability to function effectively under supervision by the Parks & Recreation Supervisor and develop working relationships with fellow City Employees and the public.
- Must be able to communicate verbally and in writing.
- Ability to receive direction and follow written and oral instructions.
- Ability to handle multiple tasks.
- Other skills: reliability, dependability, creativity, enthusiastic.

Requirements:

- Must be at least 25 years of age.
- Must be able to lift at least 40 lbs.
- Must hold current certifications in Community First Aid and CPR.
- Must have at least 15 college units in child development, recreation or similar area of study.
- Must have at least 2-years experience working in a school, camp, recreation or childcare setting with school age children or youth.
- Must have prior exposure working with the public.

Compensation:

Pay rate is \$12.25-\$15.00 per hour depending upon experience, background and qualifications.

For more information contact Nevada City Parks and Recreation 530-265-2496 x129.

Applications are available at [www.nevadacityca.gov](http://www.nevadacityca.gov)